My School™

PRINCIPALS' PORTAL

User Manual

2012

acara AUSTRALIAN CURRICULUM, ASSESSMENT AND REPORTING AUTHORITY

Using the *Principals' Portal* website

As part of the work to update school information on the *My School* website each year, ACARA presents some school data to principals for review. This is done via the ACARA *Principals' Portal* website. The *Portal* address is https://schools.myschool.edu.au.

This site has been continuously developed since it was introduced in 2010, and incorporates feedback received from schools. Feedback from schools on aspects of site useability is always welcomed.

Information about the purpose of the *Portal* and instructions for viewing different sections are available at all times by clicking on "Using the portal" on the navigation ribbon.

Using this Manual

The *Principals' Portal* School User Manual is published in several sections. Each module of school information to be presented on the site is developed at different times of the year. Each section of the manual will be made available as these modules are added to the *Portal*.

Section A — Website User Registration & User Dashboard

Section B — School Comments and school website address for *My School* profile page

Section C — School Finance Data depictions and information

Section D — Other school information to be pubished on *My School*

Appendix — Troubleshooting tips

Need some assistance?

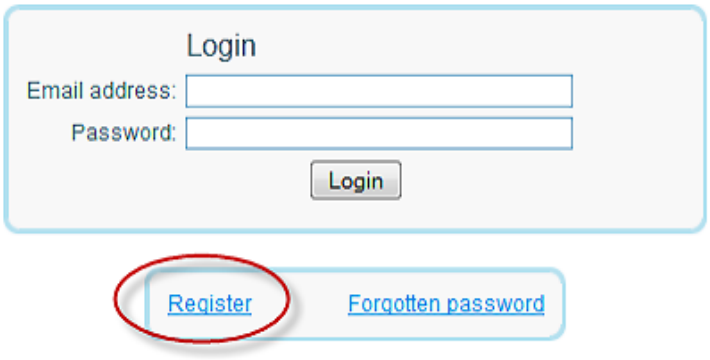
Call the helpline staff at ACARA on 1300 895 563 and follow the prompts.

Alternatively you can email us at portalsupport@acara.edu.au.

Website User Registration

School user accounts can be created by the school principal or delegated staff members. The site allows users to manage their account details online.

To register go to https://schools.myschool.edu.au and follow the link to the Registration page. A current email address is needed to be used as the account Username; account activation links and other important system emails will always be sent to the primary email address registered. Account passwords are created by users.



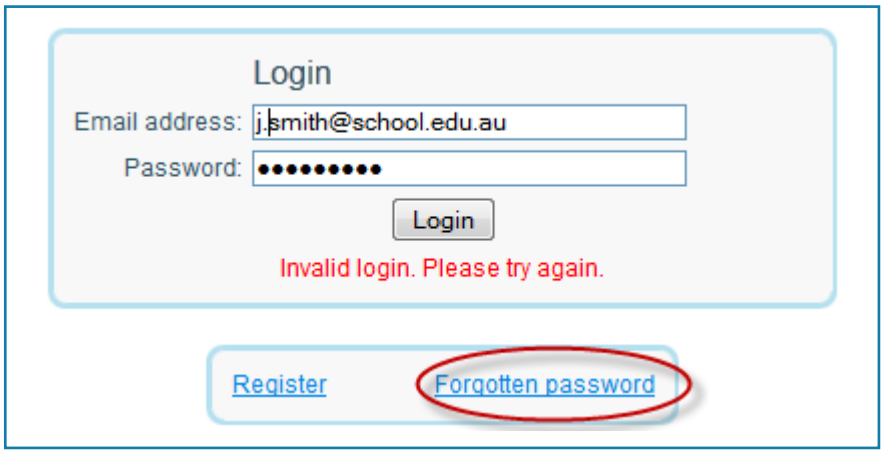
Registration steps

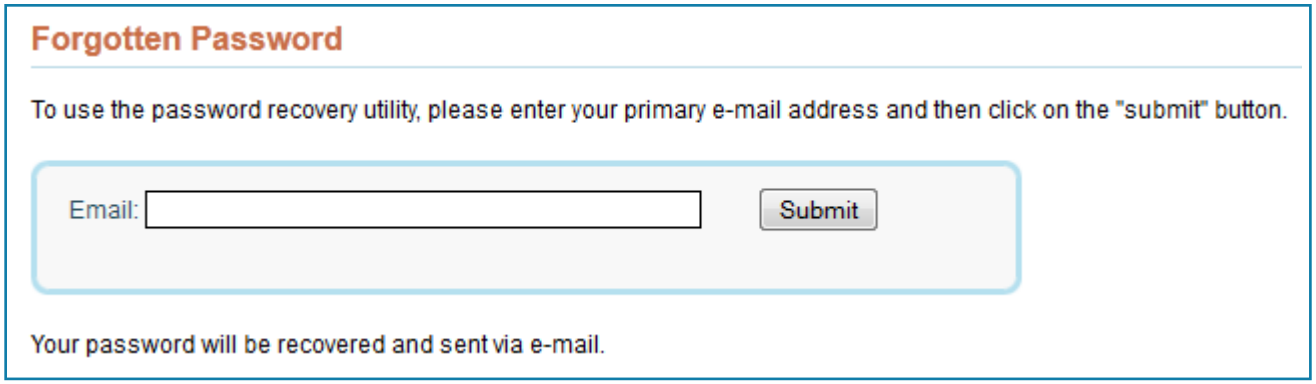
1. Begin typing your school name in the *School* field and select the full name from the drop-down menu that will appear (TIP: the list includes all schools open as of 2012)
2. Enter the school's DEEWR ID number (if unknown contact DEEWR or your school's jurisdictional authority to retrieve this identification number)
3. Select the school's governing or representative body from the drop-down menu (if applicable)
4. Enter your personal information (each school can have 1 *Principal* and up to 3 *Administrator* users registered at once)
5. Enter you primary email address, preferred password and other contact information
6. Ensure that you read the Terms & Conditions of Use and tick the check-box
7. Complete the CAPTCHA™ tool by copying the displayed characters in the text box below
8. Click on the "Register" button to submit the form
9. Ensure that you view the automated email sent to your primary email address and follow the account activation link provided in the email (TIP: you cannot log in until your account is activated, contact ACARA if you have trouble using the link)

Website Login

Login steps

1. Enter your Username and Password and select the "Login" button
2. If necessary select the "Forgotten password" link and enter your primary email address to retrieve your password
3. When logged in you will be presented with a school Dashboard page
4. If you are a new user or you have not accessed the *Principals' Portal* for a long time, the Registration Validation screen will be displayed




Forgotten Password
To use the password recovery utility, please enter your primary e-mail address and then click on the "submit" button.
Email:
Submit
Your password will be recovered and sent via e-mail.

Account Validation steps

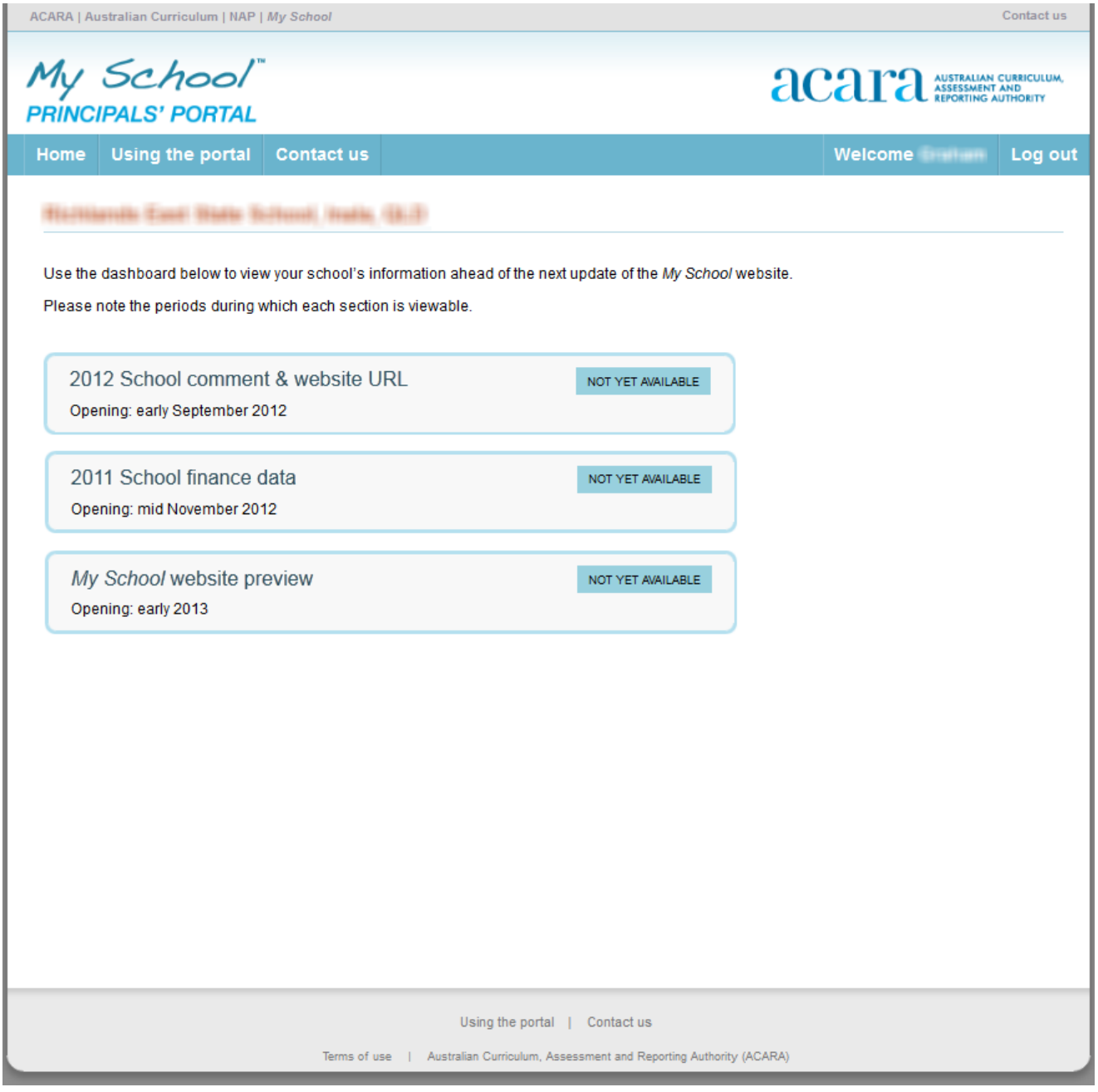
1. Review your registered details as displayed; if these are correct select the "Validate" button to proceed to your user Dashboard screen
2. Making changes to your information is done easily using this form; the system will be immediately updated with changes when the form is submitted
3. If you registered against the wrong school you can reselect the correct school here from the list

User Dashboard

School information presented on the *Principals' Portal* is accessed by users from a personal 'dashboard' page. Links to each section of school information are displayed here when the information becomes available to view.

Each dataset will become available to view at different times – dates are provided in each section and a coloured flag clearly indicates the current status.

When logged in users can return to this page by selecting the "Home" button on the navigation ribbon.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My School
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Home
Using the portal
Contact us
Welcome
Log out
Use the dashboard below to view your school's information ahead of the next update of the My School website.
Please note the periods during which each section is viewable.
2012 School comment & website URL
NOT YET AVAILABLE
Opening: early September 2012
2011 School finance data
NOT YET AVAILABLE
Opening: mid November 2012
My School website preview
NOT YET AVAILABLE
Opening: early 2013
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Terms of use | Australian Curriculum, Assessment and Reporting Authority (ACARA)

School Comments and website address

Users can edit and submit School Comment text and the school website address to be published on the *My School* website (unless otherwise directed by the appropriate school jurisdictional authority). The school's currently published School Comments and website address are displayed on the page for the user to review and edit where required.

Guidelines for writing comments

Character limit and format

School profiles may be up to 5000 characters in length, including spaces. Comments need to be input as "plain text", which does not recognise many symbols and word processing formats, such as bullet point lists. (A definition of plain text can be viewed at www.techterms.com/definition/plaintext).

Content and style

The school profile is intended for a general audience and should not include overly bureaucratic or technical language. Typically, the school profile presents key aspects of the school, including its mission, values and focus. The text may also include:

- information about curriculum strengths and specialist programs.
- extracurricular activities and achievements in academic, sporting, performing arts or community activities
- contextual information about their religious affiliations or educational philosophy.

Introductory phrases for formulating text may include:

- 'The core values of the school are …'
- 'The school achieves its mission by …'
- 'Some unique features of the school or school population are …'
- 'The school plays an important role in the community by …'

Principals may also wish to describe school improvement strategies. Some of these may be linked to students' NAPLAN results. Comments may begin with phrases such as:

- 'Strategies to improve numeracy results include ...'
- 'A focus on spelling in Years 3 and 4 has resulted in ...'
- 'A successful reading program for middle school students has been introduced ...'

Privacy and identification of individuals

It is essential for principals to consider the privacy of their students and teachers when drafting their comments for the *My School* website. Identification of particular students or teachers may be a breach of the Privacy Act and in some situations could be considered defamatory.

School Comments and website address

Privacy guidelines to follow when drafting comments include:

1. Do not name students or teachers either by their given name or family name.
2. Do not identify small groups of students by:
    - ethnicity
    - religious beliefs
    - socio-economic background
    - learning needs, for example, students with intellectual disabilities.
3. Do not identify students by any other characteristic that could enable them to be identified by members of the school or local community.
4. Be conscious of making comments that may be perceived as discriminating against or vilifying a particular group or groups in the community.

Publishing process

School Comments texts saved to the ACARA *Principals' Portal* will not immediately appear on *My School.* but are stored for reviewing before uploading to the *My School* database.

Comments texts will be reviewed by ACARA and/or representatives from the appropriate jurisdictional authority. ACARA reserves the right to amend the text supplied if it exceeds the character limit or has grammatical, style or content issues. Content issues may include text that is deemed culturally insensitive or of concern for legal or copyright reasons. Where there are significant changes made to the text, ACARA will contact the school to advise of these changes.

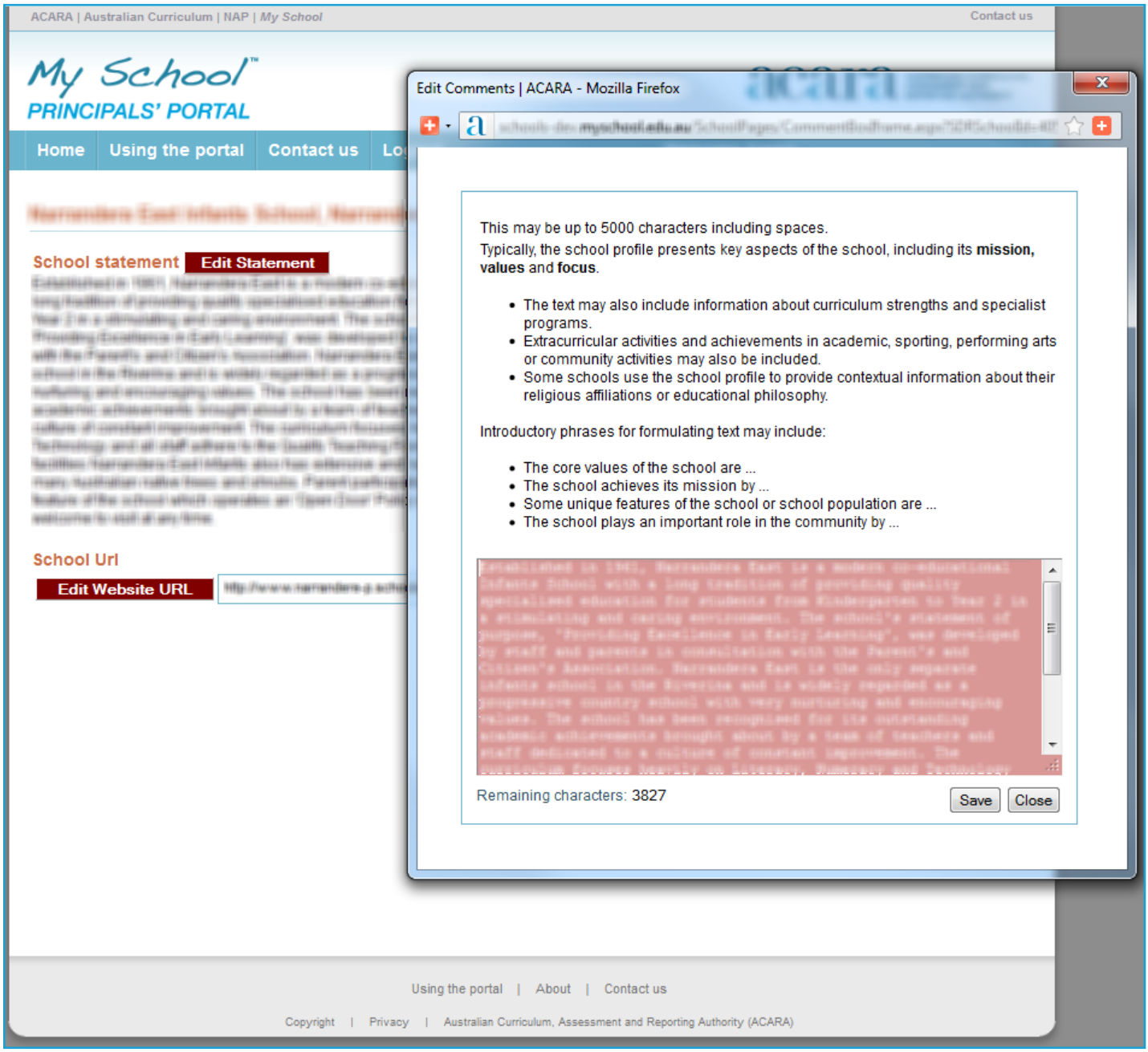
Queries

Principals may contact ACARA or their jurisdictional authority office with queries or for assistance with the drafting of the school profile text.

School Comments and website address

Text editing steps

1. Select the "Edit" button to display a pop-up text editing window (see image below).
2. Type or paste new text in the coloured edit box; the number of characters available is limited and a counter will display the available characters remaining as text is enterred.
3. Select "Save" when ready and the new text will be displayed on screen; edits can be made as many times as needed.


ACARA | Australian Curriculum | NAP | My School
Contact us
My School
PRINCIPALS' PORTAL
Home
Using the portal
Contact us
School statement
Edit Statement
School Url
Edit Website URL
Edit Comments | ACARA - Mozilla Firefox
This may be up to 5000 characters including spaces.
Typically, the school profile presents key aspects of the school, including its mission, values and focus.
The text may also include information about curriculum strengths and specialist programs.
Extracurricular activities and achievements in academic, sporting, performing arts or community activities may also be included.
Some schools use the school profile to provide contextual information about their religious affiliations or educational philosophy.
Introductory phrases for formulating text may include:
The core values of the school are ...
The school achieves its mission by ...
Some unique features of the school or school population are ...
The school plays an important role in the community by ...
Remaining characters: 3827
Save
Close
Using the portal | About | Contact us
Copyright | Privacy | Australian Curriculum, Assessment and Reporting Authority (ACARA)

Troubleshooting

Registration issues	
ISSUE	SOLUTION
School name is not available in the Registration form dropdown list *Note:* *Users must type in the name to activate the drop down menu; school names available are based on the 2012 Master Schools List – the list is complete as at June 2012*	1. The official school name must be entered; in some cases official names differ from frequently used names—Contact ACARA helpline to confirm the school name on the Master List 2. Rolled/Unrolled status: some multi-campus schools have all data 'rolled' up and reported only under the head campus; sub-campuses will not be accessible on the Portal—Contact ACARA helpline to confirm rolled status on the Master Schools List
User has registered but not activated account *Note:* *When a user registers, an email is sent containing an activation link; the link must be selected to activate the account*	1. Check primary email address for receipt of automated Activation Email—ensure email has not been filtered to junk or deleted mail folder 2. If the email was not received, activation can be completed by ACARA staff by calling the helpline 3. To confirm your details for identification please have ready: *school name, DEEWR ID, primary email username and password* 4. ACARA staff will confirm if the primary email address was registered correctly; if it was not they will amend it and resend the activation email to the correct address 5. If the email username registered is correct ACARA staff may manually activate the account on the user's behalf ONLY if they have confirmed the account details above

Troubleshooting

Login issues	
ISSUE	SOLUTION
An error message is shown at login *For example:* *"Invalid login. Please try again."* *"User account locked"*	1. "Invalid login..." is displayed if the username enterred is not currently registered—follow the "Registration" link to setup a new account with the desired username 2. "User account locked" is displayed if username is registered but account not activated – or if the account has been locked by site administrators—contact the ACARA helpline
User cannot remember Password	1. Follow the "Forgotten Password" link to retrieve Password by email to primary email address
User cannot remember email address Username	1. Contact ACARA helpline to confirm account details

User Dashboard issues	
ISSUE	SOLUTION
The wrong school is displayed *Note:* *ACARA is aware that many school principals relocate between during the year; the Account Validation page provides previously registered users the ability to update their account with a connection to the new school*	1. If the Account Validation page is not displayed at login the user cannot check and update the school connected to the user account—contact the ACARA helpline to update the account